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ADMINISTRATIVE--INTERNAL USE ONLY

ER 66-389

28 January 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT : Commendation of [ ]  
Executive Assistant to the DCI

STATIN

1. During the period from 28 April 1965 to the present, [ ] as my Executive Assistant, has carried out his tasks in an admirable and dedicated fashion entirely to my satisfaction.

STATINTL

2. On 31 January 1966, [ ] is taking on a new assignment in the Agency and will have completed almost six years of exceptionally able service in the Office of the DCI. He has served three Directors -- Mr. Dulles, Mr. McCone, and me. He has served, during this time also, as Executive Assistant to the former Deputy Director of Central Intelligence, General C. P. Cabell.

STATIN

3. [ ] work required the greatest possible effectiveness in serving as the channel for the DCI's requests and requirements. He was resourceful in keeping himself and the DCI well informed of international situations, developments within the Agency, and activities within our Government. His hours were long and his concerns -- reflecting those of the DCI -- were matters of the highest importance relating to national security.

STATINTL

4. [ ] work, his intelligence, loyalty, and ability are greatly appreciated by me and by my predecessors. He is certainly deserving of the DCI's commendation.

STATINTL

/s/ W. F. Raborn

W. F. Raborn  
Director

CONCUR:

/s/ L. K. White

L. K. White

/s/ Richard Helms

Richard Helms

STATI